

# **GAIN: THE BRIDGE TO INDEPENDENCE**

---

## **TABLE OF CONTENTS**

### **CHAPTER 1200 – SUPPORTIVE SERVICES SECTION 1220 – TRANSPORTATION**

<b>1220</b>	<b><u>OVERVIEW</u></b>
<b>1221</b>	<b><u>KEY POINTS</u></b>
<b>1222</b>	<b><u>POLICY</u></b>
.1	<b><u>Informing the Participant of Transportation Payment</u></b>
.2	<b><u>Evaluating Transportation Need/Availability/Accessibility</u></b>
.21	<b><u>Determining Need</u></b>
.22	<b><u>Evaluating Need</u></b>
.23	<b><u>No Transportation Need</u></b>
.24	<b><u>Evaluating Availability</u></b>
.25	<b><u>Evaluating Accessibility</u></b>
.26	<b><u>Determining Availability, Accessibility and the Two-Hour Round Trip Rule</u></b>
.3	<b><u>Confirming the Transportation Arrangements</u></b>
.4	<b><u>Determining Allowable Costs – Special Program Activities</u></b>
.41	<b><u>Special Program Activities</u></b>
.411	<b><u>Job Club (JCL)/Job Search Activities</u></b>
.412	<b><u>Specialized Supportive Services</u></b>
.413	<b><u>Cal-Learn</u></b>
.414	<b><u>Self-Employment</u></b>
.42	<b><u>Public Transportation</u></b>
.421	<b><u>Bus Pass</u></b>
.422	<b><u>Regular Rates</u></b>
.423	<b><u>EZ Transit Pass</u></b>
.424	<b><u>Reduced Pass/Fare Rates – General</u></b>
.425	<b><u>Appropriate Public Transportation Supportive Services</u></b>
.43	<b><u>MTA Student Fare ID Cards</u></b>
.431	<b><u>MTA Student ID Card – Adult Eligibility</u></b>
.432	<b><u>MTA Student ID Card – Child Eligibility</u></b>
.433	<b><u>MTA Student ID Card Application Completion</u></b>
.434	<b><u>MTA Student ID Card Process Explained by GSW</u></b>
.435	<b><u>Adult Student ID Cards</u></b>
.436	<b><u>Children’s Student ID Cards</u></b>
.437	<b><u>Replacement of MTA Student ID Cards</u></b>

**CHAPTER 1200 – SUPPORTIVE SERVICES**  
**SECTION 1220 – TRANSPORTATION**

- .44 Determining Allowable Costs – Private Vehicle**
  - .441 MAPQuest or LA County Mapping
  - .442 Public Transportation is Available and Accessible
  - .443 Public Transportation Unavailable or the Program Activity Site Inaccessible
  - .444 Information for the use of a Private Vehicle
  - .445 Parking Expenses
  - .446 Other Driver Fees
- .45 Non-Traditional or Alternative Transportation**
- .5 Determining Allowable Costs – Vehicle Diagnosis & Repair Program**
  - .51 Vehicle Diagnosis & Repair Program (VDRP)**
  - .52 Payments for VDRP**
  - .53 Criteria for VDRP Eligibility**
  - .54 Criteria for Eligible VDRP Repairs**
    - .541 Allowable Repairs
    - .542 Unallowable Repairs
    - .543 Repairs Resulting From Car Accidents
    - .544 Questionable Repairs
  - .55 Criteria for Smog Check CAP or Vehicle Retirement CAP**
  - .56 Vehicle Retirement CAP Program**
    - .561 Criteria for Vehicle Retirement CAP
    - .562 Vehicle Equipment Requirements
    - .563 Vehicle Operational Requirements
- .6 Transportation Payments to Participants to Pay Providers to Transport Children to/from School and to Other Child Care Providers**
- .7 Transportation Payments – General Provisions**
  - .71 Payment Advances and Reimbursements**
  - .72 Authorizing Transportation Payments for Future Months**
  - .73 Lost, Stolen or Destroyed Transportation Issuances**
  - .74 Retroactive Transportation Payments**
  - .75 Payments during Compliance Proceedings**
    - .751 Payments in Non-Compliance
    - .752 Payments Prior to Sanction
    - .753 Payment Policy upon Sanction
  - .76 Transportation Payment Notification**
  - .77 GAIN Activity Completion**
  - .78 GAIN Monthly Transportation Data Reports Review**
- .8 Transportation Underpayments and Overpayments**
  - .81 Underpayments**
  - .82 Overpayments**

**CHAPTER 1200 – SUPPORTIVE SERVICES**  
**SECTION 1220 – TRANSPORTATION**

**1223 DECISION CHARTS**

- .1 Offer and Issuance of Transportation Expense Payment Decision Chart**
- .2 Documentation of Request and Payment Decision Chart**
- .3 Application Procedures for an MTA Student ID Card Decision Chart**
- .4 Transportation for Child Care Decision Chart**
- .5 Vehicle Diagnosis and Repair Program (VDRP) Decision Chart**
- .6 County Issuance Approval (CIA) Process for GAIN Contracted Case Manager (CCM) Decision Chart**
- .7 County Issuance Approval (CIA) Process for Refugee Employment Program (REP) Decision Chart**
- .8 County Issuance Approval (CIA) Process for GAIN Contracted Supervisor Decision Chart**
- .9 County Issuance Approval (CIA) Process for County Review Staff Decision Chart**

[Back to Main Table of Contents](#)

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

#### 1220 OVERVIEW

Transportation payments are available to every CalWORKs participant in order to participate in a GAIN, Refugee Employment Program (REP), or Cal-Learn program activity, to which he/she is assigned, or to obtain/retain employment. This may also include child care related transportation costs for participants and their children.

#### 1221 KEY POINTS

- Welfare-to-Work (WtW) participants shall receive the payment(s) in a timely and appropriate manner to promote positive outcomes by facilitating engagement in employment and/or participation in WtW activities.
- Transportation costs may be paid in advance or reimbursed. Generally, payments are made in advance so that the participant need not use personal funds to pay for these services. Payments can be made in the form of warrants, bus tickets, bus passes, tokens, cash or checks. ([See Chapter 1600](#))
- Mandatory CalWORKs participants and exempt volunteers are eligible for transportation payments to cover the costs necessary to participate in their program activities and/or to obtain/retain employment.
- CalWORKs participants may receive transportation payments to transport their children to and from school, child care providers or program activities (if child care is not available) in order to participate in program activities and/or employment.
- Former CalWORKs participants, *who are employed full-time and have received cash aid in the previous 12 months*, may receive transportation payments for up to 12 months from the date of CalWORKs termination, if they are not receiving these services from another source.
- Timed-off participants meeting the Post-Time Limited (PTL) services requirements may receive transportation payments. ([See Chapter 1400](#))
- Transportation payments for participants and the children of participants in Specialized Supportive Services activities shall be handled in a special manner applying the policy in [Section 1222.412](#), Specialized Supportive Services.
- The least costly fare for each mode of transportation shall be authorized for the duration of the program activity.

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

- A participant may choose to drive a private vehicle. If public transportation is not available, inaccessible or the travel time from home to the activity or employment exceeds two hours round trip by public transportation, then the participant is eligible for mileage reimbursement.
- Non-traditional and alternative transportation modes, such as shuttles, vanpools, carpools, MetroLink, Metro Rail, taxi, etc., are to be considered when public transit is not available or is inaccessible (two hours or more round trip) and the participant does not have regular access to a private vehicle.
- If a Cal-Learn participant is a victim of gang violence or domestic violence, non-traditional or alternative transportation modes shall be considered to ensure safety of the participant and his/her children.
- The GN 6151, GAIN Transportation & Ancillary School/Work-Related Expenses Request Form, is used to request transportation payments. Requests may be made in person or over the telephone.
- The GN 6322, Forms/Documents Needed from GAIN Participants to Support Transportation/Ancillary Requests, is used to request additional documentation and/or information to support a request for payment.
- CalWORKs participants enrolled in educational/training activities must complete the WTW 8, "Student Financial Aid Statement Welfare-to-Work Supportive Services," indicating their choice to receive transportation payments from GAIN rather than using their financial aid for such costs.
- A timely Notice of Action (NOA) shall be issued at least ten days before the effective date of any adjustments of transportation payments. A NOA must be issued to the participant for all transportation payments.
- Transportation payment requests shall be approved or denied within four workdays from the date all supporting documentation/verification is received by GAIN Services Workers (GSWs) and Contracted Case Managers (CCMs). For emergent situations, the payment shall be approved or denied within one workday from the date all supporting documentation is received. If needed, the participant may pick up the warrant in the GAIN office.
- Office administrators ensure staff is in compliance with transportation policy by carefully reviewing Monthly Data Reports listing participants in a GAIN activity with no record of transportation issuance(s). Administrative staff will ensure that corrective action is taken **immediately** upon discovery of any discrepancies.

**CHAPTER 1200 – SUPPORTIVE SERVICES**  
**SECTION 1220 – TRANSPORTATION**

**1222    POLICY**

**.1    Informing the Participant of Transportation Payments**

- .11    The participant is informed of the availability of GAIN funds to pay for supportive services, including transportation, necessary for their participation in an assigned GAIN, REP or Cal-Learn activities or to obtain/retain employment.
  - .111    The participant shall be informed:
    - (a)    during the GAIN Sanction Home Visit Outreach (GSHVO) Project home interview;
    - (b)    at the Orientation and Appraisal (OAP) activity (Intake);
    - (c)    upon enrollment into any program activity;
    - (d)    at the point of entering employment;
    - (e)    at the three-month employment re-verification; and,
    - (f)    at any time the participant requests these services.
- .12    A participant who is enrolled in a school where financial aid is available shall be informed that he/she has a choice in the decision of whether or not to use financial aid to pay for supportive services, including transportation, which otherwise may be paid by GAIN funds.
- .13    The WTW 8, Student Financial Aid Statement Welfare-to-Work Supportive Services, must be completed and signed by the participant and the GAIN Services Worker (GSW) whenever supportive services for educational or vocational activities are arranged, and to document that the participant has been informed of this policy.
- .14    The WTW 8 must be discussed/completed every time the participant enters a new educational or vocational activity.
- .15    A participant who chooses to voluntarily use student financial aid to pay for supportive services may revoke that choice at any time by completing Part B of the WTW 8. Upon receipt of a WTW 8 with Part B completed, the GSW is to no longer consider student financial aid available for supportive services.

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

- .16 Educational and other services providers may offer payments for transportation costs, such as taxi vouchers, bus passes, parking fee waivers, etc. Transportation payments that are provided for the purchase/payment of a specific item/service, and are not included as a part of a financial aid package, are not considered financial aid.

In order to prevent duplication of supportive services payments that are not considered financial aid, including transportation to participants, the GSW shall verify with the participant and/or the educational or other service provider that transportation payments/services are not being covered by the provider. If transportation payments/services are being provided by the service provider to the participant, then the participant is not eligible for transportation payments for the same services through GAIN/REP/Cal-Learn.

For example, if a vocational school provides the participant with a bus pass for the first five months of school, then the participant is not eligible for a bus pass for him/herself during those five months. However, if the participant requests bus passes for his/her children, which the vocational school does not provide during the same timeframe, then the participant may receive transportation payments for his/her children during the specified period of time.

- .17 Although the WTW 8 is required to be on file in the case record, it is not required before a transportation request can be paid. Transportation payments shall not be delayed pending the completion of the WTW 8.

**Note:** A participant is not required to use any part of his/her financial aid to cover transportation costs and should not be persuaded to do so.

## **.2 Evaluating Transportation Need/Availability/Accessibility**

### **.21 Determining Need**

The need for transportation exists when the participant would have to use personal CalWORKs funds to cover costs to participate in an assigned program activity and/or to obtain/retain employment. This includes travel to arrange or take a child to out-of-home child care when the child is under age 13, or the child is 13 or older and unable to provide self-care. This includes children who are not receiving cash aid, as long as they are a part of the CalWORKs household. Children, including those who are age 13 and older, of

## **CHAPTER 1200 – SUPPORTIVE SERVICES**

### **SECTION 1220 – TRANSPORTATION**

participants in Specialized Supportive Services are eligible to receive transportation expenses.

Participants are not expected to use personal funds or any part of the CalWORKs cash aid to cover transportation expenses in order to participate in an assigned activity and/or to retain employment. All GAIN/REP/Cal-Learn participants are eligible for transportation payments in order to participate in any assigned activities and/or to obtain/retain employment. The GSW shall ensure that all participants are aware that transportation payments are available for public transit, mileage, non-traditional and alternative forms of transportation services.

#### **.22 Evaluating Need**

The participant's need for transportation supportive services, including transportation for the children, is evaluated at each activity assignment by completing the GN 6151. With each contact with the participant, the GSW shall assess, either in person or over the telephone, to determine if the round trip cost of transportation and any additional transportation costs related to the office visit, e.g., parking fees are needed.

.221 The GN 6151 must be filed for all GAIN cases on the right side of the GAIN Participant Record Folder (GPRF). Transportation requests may be made either in person or over the telephone:

- (a) at the Appraisal activity (Intake);
- (b) upon enrollment into the next activity;
- (c) at the point of entering employment;
- (d) at the three-month employment re-verification;
- (e) every five months for those designated activities described in [Section 1222.72](#) ; and,
- (f) at any time the participant requests these services to attend a GAIN, REP or Cal-Learn related appointment or activity.

GEARS must be updated within one workday as appropriate for each transportation request and the case must be documented via GEARS MGPA screen.

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

Whenever the GSW is informed of a change in a participant's GAIN-related transportation arrangement, the GSW shall initiate a new GN 6151 and reassess the need for continuing transportation. The information on GEARS MGPA screen must be updated within one workday.

#### .23 No Transportation Need

.231 There is no transportation need when:

- (a) The participant has already been issued a transportation payment. (**EXCEPTION:** Replacement of lost, stolen or destroyed transportation payments including bus passes). ([See Section 1222.73](#))
- (b) The participant has no activity agreement in effect. (**EXCEPTION:** No activity agreement is needed for Appraisal and Employment).
- (c) The participant voluntarily chooses to walk to the assigned activity.
- (d) The participant receives free transportation or transportation is paid through another program.

In any of these cases, the need for transportation to take children to and from school, child care providers or program activities must also be evaluated.

If no transportation is needed, it is a mandatory requirement for the participant or the GSW on behalf of the participant (if the GN 6151 is completed over the phone) to check the “I do not need money for travel costs for myself and/or for my children” box on the GN 6151. A reason must be provided and annotated on the GN 6151 and documented via GEARS MGPA screen.

**Note:** If the participant has established that he/she has no transportation need for him/her, the participant may still be eligible to receive transportation payments for his/her children if it is needed to participate in his/her program activities and/or employment.

#### .24 Evaluating Availability

The GSW shall determine the availability of transportation and shall evaluate all available methods of transportation in this evaluation,

## **CHAPTER 1200 – SUPPORTIVE SERVICES**

### **SECTION 1220 – TRANSPORTATION**

including public and/or private transportation, non-traditional or alternative transportation, walking or receiving a ride on an ongoing basis from a friend or relative.

.241 Transportation may be paid for the following transportation payment types/methods of transportation:

- (a) Regular or Weekly Bus Pass
- (b) Adult Student Bus Pass
- (c) Child Student Bus Pass
- (d) EZ Transit Pass
- (e) Mileage
- (f) Shuttle
- (g) Vanpool
- (h) Carpool
- (i) Metro Rail
- (j) MetroLink
- (k) Taxi
- (l) Amtrak
- (m) Greyhound/Private Bus Services
- (n) Other

#### **.25 Evaluating Accessibility**

When transportation is available, the GSW shall determine the accessibility by applying the following rules. If either circumstance exists, then transportation is considered inaccessible.

.251 The program activity/employment is considered inaccessible if the round trip travel time required exceeds two hours via public transportation, exclusive of the time needed to transport children to school or child care. The two-hour round trip travel time includes the time it takes the participant to walk to public transit from the place of residence and from

## **CHAPTER 1200 – SUPPORTIVE SERVICES**

### **SECTION 1220 – TRANSPORTATION**

the public transit to the activity/employment.

The time it takes the participant to walk to and from public transit shall be determined on a case-by-case basis. The amount of time it takes to walk to and from public transit may vary among individuals (due to medical restrictions, walking with children, etc.). This may be a key factor in determining the two-hour round trip travel time and shall be taken into consideration by the GSW. If clarification is necessary, the participant may complete a PA 853, Affidavit.

If it is determined that the program activity site is not reasonably accessible to the participant, the GSW and participant may choose an alternative site or activity. The participant always has the option of attending any approved program activity regardless of travel time or distance if he/she is able to report to the activity on time.

The GSW shall document the participant's decision to waive the two-hour round trip travel time rule via GEARS MGPA screen.

- .252 The program activity/employment is considered inaccessible if walking is the only means available and the round trip is more than two miles. Whenever the participant chooses to walk to the program activity, it shall be documented via GEARS MGPA screen and noted on a signed GAIN Transportation & Ancillary School/Work-Related Expenses Request Form, GN 6151.

If it is determined that the program activity site is not reasonably accessible to the participant, the GSW and participant may choose an alternative site or activity. The participant always has the option of attending any approved program activity regardless of travel time or distance, if he/she is able to report to the activity on time. The GSW shall document the participant's decision to waive the two-mile rule via GEARS MGPA screen.

When transportation is available, but determined to be inaccessible, then the GSW shall issue transportation payments for mileage or alternative modes based upon the available methods of transportation.

Whenever the participant chooses to walk to the program activity or a private vehicle, non-traditional or alternative method of

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

transportation is used, this information shall be documented via GEARS MGPA screen.

.26 Determining Availability, Accessibility and the Two-Hour Round Trip Rule

.261 The following resources shall be used to determine if a round trip on public transportation exceeds the two-hour round trip rule:

- (a) MTA Metro Trip Planner offers a customized point A to point B trip itinerary for all the MTA bus lines. The site includes station locations, fares, time schedules, transfers and total estimated travel time.
- (b) The MTA Metro Trip Planner site is available through the Internet on the Metropolitan Transportation Agency (MTA) web page at <http://www.mta.net>.
- (c) TranStar Trip Planner offers a customized point A to point B trip itinerary for countywide bus lines. The site includes station locations, fares, time schedules, transfers and total estimated travel time.
- (d) The TranStar Trip Planner website is available through the Internet at:  
  
<http://latranstar.tann.com/tripplanner.asp>.
- (e) The GSW may contact the participant's local public transportation service provider or use the participant's local public transportation service provider Internet trip planners whenever necessary.

If the participant questions the length of travel time needed by bus, the GSW shall contact the appropriate transit agency to determine travel time and document the case via GEARS MGPA screen accordingly.

**Note:** MapQuest or LA County Mapping is to be used only in determining the distance for mileage issuances. Determining availability, accessibility or the two-hour rule shall be determined by accessing the above mentioned trip planner sites or contacting the participant's local public transportation.

**CHAPTER 1200 – SUPPORTIVE SERVICES**  
**SECTION 1220 – TRANSPORTATION**

**.3 Confirming the Transportation Arrangements**

When more than one means of transportation is available and accessible to the participant and the site is accessible via public transportation, the least costly expense for transportation is allowed.

**Note:** A bus company's student rate may be considered for the least expensive public transportation cost only if the participant meets the bus company's student criteria and has completed a student ID card application meeting the bus company requirements. Otherwise, the regular bus pass rate is considered.

The GSW is responsible for responding to all requests for transportation. The GSW shall inform the participant:

- (a) that he/she will receive timely notices in the mail confirming new issuances and any subsequent changes or denials.
- (b) he/she will be responsible to report any change in transportation need or arrangements immediately to the GSW.
- (c) he/she can receive payments in advance when transportation is requested.

**.4 Determining Allowable Costs – Special Program Activities**

**.41 Special Program Activities**

**.411 Job Club (JCL)/Job Search Activities**

When determining the JCL transportation costs, the GSW must allow sufficient funds to enable participants to cover the duration of the activity and to meet the job search expectations. Generally, the GSW shall issue the monthly or weekly bus pass amount, unless the participant is using an alternative method of transportation or a private vehicle due to the unavailability and/or inaccessibility of public transportation. ([See Sections 1222.25](#) and [1222.26](#))

**.412 Specialized Supportive Services**

Because of confidentiality, safety concerns, the sensitive nature of the services, the potential for violence and the varied schedule for services, participants in need of Specialized Supportive Services always require access to transportation payments to ensure access to services.

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

Participants in Specialized Supportive Services always face the potential for a crisis that may require immediate access to shelter, counseling or other services. Participants who are victims of Domestic Violence require additional consideration for safety concerns.

Transportation for participants in Specialized Supportive Services shall be issued in the following manner:

- (a) For all Specialized Supportive Services, the full monthly bus pass amount shall be issued, regardless of the number of participation hours or duration of the activity.

**Note:** The least costly method of transportation does not apply to Specialized Supportive Services.

- (b) For all Specialized Supportive Services, if the service provider informs the GSW in writing that another method or amount of transportation is necessary, the GSW shall authorize the amount and/or method of transportation that is certified by the provider.
- (c) For Domestic Violence (DV) participants who are participating in a program activity, regardless of whether or not they are assigned to a DV provider, *the two-hour round trip rule for mileage shall be waived*. Participants shall complete the PA 1913, Confidential Domestic Violence Information and the GN 6196, Domestic Violence Waiver Request, to declare and waive DV services. For DV participants, safety comes first.
- (d) For DV participants who claim mileage, DV providers shall certify on agency letterhead the round trip miles traveled and the number of round trips, without disclosing the address of the shelter, the DV agency where the participant is receiving services or any other location that the participant visits. The GSW shall authorize mileage based on the provider's certification.
- (e) For DV participants who are assigned to concurrent activities, such as vocational training, remedial education, or PES, etc., the DV provider will only certify its activities. For all other activities, the GSW shall calculate additional mileage using the participant's home address provided on the GEARS Maintain Case Phone and Address (MCAP) screen or the CalWORKs District office address if the participant is staying in a DV

## **CHAPTER 1200 – SUPPORTIVE SERVICES**

### **SECTION 1220 – TRANSPORTATION**

shelter and the activity is at an undisclosed location.

- (f) Children of participants who are in Specialized Supportive Services activities are considered Special Needs, even if they are not receiving cash aid and as long as they are a part of the CalWORKs household. As such, all children of participants in Specialized Supportive Services are eligible to receive transportation expenses, including those who are age 13 and older.

#### **.413 Cal-Learn**

It is the responsibility of the Cal-Learn case manager to assess the health and safety of the Cal-Learn participant and his/her child, which includes their living environment and community. This would include gang issues. For example, the Cal-Learn participant must cross into a gang territory on the way to school or to the child care provider and is afraid of being hurt. If this is the case, then due to the safety concern, the participant may be eligible to receive an alternative mode of transportation and the accessibility and availability costs may be waived.

#### **.414 Self-Employment**

For the self-employed and/or employed participant who travels to multiple work sites and drives a private vehicle, the participant may be reimbursed based upon the actual number of miles driven. The participant must verify the mileage on a monthly basis by completing the PA 167 and submitting it to the GSW.

#### **.42 Public Transportation**

##### **.421 Bus Pass**

The cost of a bus pass varies depending on the residence address and whether the pass is for a child, student, or an adult. The GN 6088, Countywide Bus Rate Information, identifies costs associated with Metropolitan Transit Authority (MTA) and other bus service providers. The GN 6088 includes the following information:

- (a) special student pass discounts for some incorporated cities and some unincorporated areas,

## **CHAPTER 1200 – SUPPORTIVE SERVICES**

### **SECTION 1220 – TRANSPORTATION**

- (b) general student ID card application information,
- (c) instructions for purchasing monthly pass stamps,
- (d) addresses of MTA Customer Service Centers, and,
- (e) addresses where a bus pass can be purchased from cities with special municipal rates.

The GSW shall determine the least costly fare to be issued to the participant when public transportation is used. This includes contacting the bus company for the schedules/routes/fares, if unknown. If more than one bus is used, and a common pass is not honored, the combined carrier cost is considered. The GSW shall explore all avenues to ensure the least expensive bus pass rate is issued.

#### **.422 Regular Rates**

Participants are authorized the least costly regular rate unless the participant is eligible for and has completed all requirements to receive a reduced rate or fare. GSWs should encourage the participant to follow through with all of the conditions which will entitle them to a reduced fare.

#### **.423 EZ Transit Pass**

The transit rider can purchase the EZ Transit Pass to eliminate the need for transfer tickets and other transit operator passes. The EZ Transit Pass is a monthly regional pass that allows frequent transit riders, who regularly use two or more transit systems, unlimited local travel on the following transit systems:

- (a) Antelope Valley Transportation Authority (AVTA)
- (b) Beach Cities Transit
- (c) Burbank Local Transit
- (d) Carson Circuit
- (e) City of Commerce
- (f) Culver City Municipal Bus Lines

**CHAPTER 1200 – SUPPORTIVE SERVICES**  
**SECTION 1220 – TRANSPORTATION**

- (g) Foothill Transit
- (h) Gardena Municipal Bus Lines
- (i) Glendale Beeline
- (j) Huntington Park COMBI
- (k) LADOT (Dash and Commuter Express)
- (l) Long Beach Transit
- (m) Metro Bus & Metro Rail
- (n) Montebello Bus Lines
- (o) Monterey Park Spirit Bus
- (p) Norwalk Transit
- (q) Pasadena ARTS Shuttle
- (r) PV Transit
- (s) Santa Clarita Transit
- (t) Santa Fe Springs MetroExpress
- (u) Santa Monica Big Blue Bus
- (v) South Pasadena Gold Link
- (w) Torrance MAX
- (x) Torrance Transit

For more information on the EZ Transit Pass, call the toll-free numbers, 1-800-RIDE-INFO (743-3463) or 1-800-COMMUTE (266-6883).

**Note:** The EZ Transit Pass is sold at a higher rate than the standard bus pass. The GSW shall verify that issuing the EZ Transit Pass is the least costly transportation payment.

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

#### .424 Reduced Pass/Fare Rates - General

The GSW shall evaluate if the participant or child is eligible for a reduced fare. Reduced fares may include: trip tokens, tickets, a daily bus pass, a weekly bus pass, a monthly bus pass, a student daily and/or monthly rate or other reduced pass rates offered by transit agencies such as EZ Transit Pass.

MTA rates apply to light rail travel, including the monthly student pass rate. However, special payment requirements exist and discount trip tickets issued in the office cannot be used.

**Note:** In general, children under age 5 may ride free with an adult. However, other requirements, such as height restrictions, may apply with some public transportation service providers. The GSW shall verify if such restrictions apply and issue according to the needs of the participant.

#### .425 Appropriate Public Transportation Supportive Services

If it is known that a student will need less than a full monthly bus pass (e.g., if the school term ends one or two weeks into the month), for this period, evaluate transportation needs using the weekly pass rate.

In addition to the bus pass expenses, there are other allowable expenses such as an application fee for a student ID card, the cost of a photograph for a photo ID and a student ID card replacement fee.

#### .43 MTA Student Fare ID Cards

Participants and their children who are eligible to MTA student fares must first obtain an MTA Student ID Card. There are different types of MTA Student ID Cards issued, depending on the type of education/training activity.

Applications for MTA Student ID Cards are initiated by the GSW when the participant is assigned to a component that meets the MTA student eligibility requirements. Applications for MTA Student ID Cards may be downloaded from the website at [http://www.metro.net/images/CollegelD\\_app.pdf](http://www.metro.net/images/CollegelD_app.pdf).

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

#### .431 MTA Student ID Card - Adult Eligibility

Participants are eligible to MTA College/Vocational Student ID Cards if they are:

- (a) enrolled in an educational/training activity,
- (b) enrolled for a minimum of 12 units or 12 hours per week, and,
- (c) enrolled for a minimum of three consecutive months from the date the first student ID card application is submitted.

#### .432 MTA Student ID Card - Child Eligibility

GAIN participants' children are eligible for MTA Student ID Cards if they are attending grades K-12 and the need for transportation for the children has been established per [Section 1222.21](#), Determining Need. For children attending grades 9 – 12, a photo ID or school ID may be required. A limit of two children under age five ride free with every adult paid fare.

The GSW shall determine if the participant and his/her children meet the criteria for MTA student fares based upon case information.

#### .433 MTA Student ID Card Application Completion

The GSW shall review information furnished by the service provider for the participant's GAIN activity to determine if the participant qualifies for an MTA Student ID Card. If the participant meets the MTA Student ID Card criteria, the completed application is stamped by the GAIN Cashier at the request of the GSW. The application is then taken by the participant to an MTA Customer Service Center for processing. Applications must be submitted to MTA for each semester according to the following schedules:

Fall 02/10 - 08/09  
Spring 08/10 - 02/09

**Note:** Photocopied application forms are not accepted by MTA.

## **CHAPTER 1200 – SUPPORTIVE SERVICES**

### **SECTION 1220 – TRANSPORTATION**

#### **.434 MTA Student ID Card Process Explained by GSW**

The GSW shall provide a thorough explanation of the ID card process to the participant. This explanation shall include a discussion of the timeframes involved in receiving the ID card(s) in the mail and the need to purchase the monthly pass stamp to affix to the ID card(s).

Applicants for the MTA Student ID Card must allow 20 business days for processing. Therefore, the GSW shall issue the regular monthly bus pass rate during this timeframe.

#### **.435 Adult Student ID Cards**

Adult Student ID Cards are issued for each semester according to the following schedules:

Fall 09/01 - 03/31  
Spring 03/01 - 10/31

Participants must apply between August 10 and February 9 to receive an ID card valid from September 1 through March 31. Participants must apply between February 10 and August 9 to receive an ID card valid from March 1 through October 31.

If a participant's program will extend beyond the student discount bus pass expiration date, the GSW shall set a reminder on GEARS to schedule an appointment for the participant to come into the office to complete a new application for an Adult Student ID Card.

#### **.436 Children's Student ID Cards**

There is no need for students in grades K-12 to complete a special application. Children's Student ID Cards may be requested at selected Los Angeles Unified School District (LAUSD) schools or from one of the MTA Customer Service Centers. Participants may check with the School Administrator to see if the Children's Student ID Cards are available at their children's schools.

To begin using the Children's Student ID Cards, the participant and/or his/her child must:

- (a) Print the student name on the front of the card.

**CHAPTER 1200 – SUPPORTIVE SERVICES**  
**SECTION 1220 – TRANSPORTATION**

- (b) Student signature is required on the back of the card acknowledging the acceptance of the conditions for the use of the card.
- (c) Show the card when purchasing the monthly stamp.
- (d) Affix the stamp to the card.

**.437    Replacement of MTA Student ID Cards**

If an MTA Student ID Card is lost, the participant can apply for a replacement card at an MTA Customer Service Center. The participant must complete a PA 853, Affidavit, explaining that the card was lost. The cost of the replacement fees, which vary between transit providers, may be authorized. The participant is then referred to an MTA Customer Service Center to apply for a replacement card.

The student rate is authorized for the second and subsequent months following the replacement ID card application.

**.44    Determining Allowable Costs - Private Vehicle**

When a private vehicle is used to travel to/from program activities and/or employment, the allowable cost depends on whether public transportation is available and the site is accessible. [See Section 1222.3](#) regarding evaluating availability and accessibility.

**.441    MAPQuest or LA County Mapping**

MapQuest or LA County Mapping is used to determine the distance between the participant's home and the program activity and/or child care site and to ensure that the correct number of miles is used to compute the mileage issuance.

- (a) The MapQuest website can be accessed via the Internet at <http://www.mapquest.com>.
- (b) The LA County Mapping website can be accessed via the L.A. County Online website at <http://lacounty.info>. Under the "Quick Resources" section, click "Driving Directions".

## **CHAPTER 1200 – SUPPORTIVE SERVICES**

### **SECTION 1220 – TRANSPORTATION**

#### **.442 Public Transportation is Available and Accessible**

- (a) When public transportation is available and the site is accessible, allowable costs for a private vehicle must not exceed the cost for public transportation at the regular bus rate.
- (b) If the participant meets the public bus student rate criteria and has completed an application for any required student ID card, allowable costs for a private vehicle must not exceed the cost for public transportation at the student bus rate.

#### **.443 Public Transportation Unavailable or the Program Activity Site Inaccessible**

When public transportation is unavailable and/or the site is inaccessible by public transportation, the allowable cost for driving a private vehicle is based on the number of miles driven to/from the program activity and/or employment. This includes the number of miles driven to take children to/from a school/child care provider.

Mileage payments are calculated using a two-tier payment schedule with a set rate for the first 500 miles and a lower rate for mileage over 500 miles per participant per month for private vehicle use. The first tier rate of payment is set at the current L.A. County employee mileage reimbursement rate.

The second tier rate is based on the Southern California Automobile Club regional vehicle operation costs and the Internal Revenue Service (IRS) standard vehicle operation costs, such as gas, oil and tires.

#### **.444 Information for the use of a Private Vehicle**

Verification of the participant's residence must be on file to support issuances for private vehicle/mileage usage. A PA 853, Affidavit, is acceptable documentation of residence for the initial issuance only. Thereafter, verification of the participant's address must be on file in the form of a rent receipt, rental agreement or a utility receipt in the participant's or other member of the CalWORKs household name. Otherwise, approval by the Deputy Regional Director (DRD) is required to issue payments for subsequent months.

**Prior to issuing payments for the use of a private**

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

**vehicle, the GSW shall discuss the following information with the participant:**

- (a) Participants are required to provide verification of residence address to be eligible for mileage as specified above.
- (b) Participants are not required to provide proof of auto registration to be eligible for mileage. *However, there is a legal requirement for all vehicles to be registered with the Department of Motor Vehicles (DMV) in the State of California.*
- (c) Participants are not required to provide proof of auto liability insurance coverage to be eligible for mileage. *However, DMV requires proof of auto liability insurance in order to register and operate a vehicle. Uninsured participants should be referred to the State's Low-Cost Auto Insurance Program.*

Participants may call 211 for Los Angeles County Information line, formerly the Info Line, for a referral; they may also call the State directly at 1-800-622-0954.

- (d) Participants are not required to have booster seats for mileage payments. *However, California's booster seat law mandates that children are secured in a child safety seat or car booster seat until they are six years old or weigh 60 pounds.*
- (e) Participants are not required to own the vehicle they drive, as long as the participant is driving the vehicle on a regular basis and not just riding as a passenger, in order to attend a program activity and/or employment.

#### .445 Parking Expenses

Parking is an allowable transportation expense that is reimbursed if the parking expense is necessary to permit the participant to attend a program activity and/or employment. Parking expenses are reimbursed at actual cost when the participant provides receipts and completes a GN 6151 requesting payment for parking. If requested, parking costs can be paid in advance.

For example, a student who is attending a vocational program at a community college must pay for a parking pass

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

at the beginning of the semester. In such cases, the cost of the pass should be advanced to the participant. The GSW will inform the participant that he/she must submit the receipt after the parking permit is purchased.

When the participant uses a parking meter, the participant's statement on a PA 853 shall be accepted. No other receipt is required.

**Note:** Parking is an allowable transportation expense for any participant that states that he/she is driving a private vehicle, regardless of which transportation payment type is the least expensive.

#### .446 Other Driver Fees

When a participant pays another party to drive him/her to a program activity and public transportation is available and accessible, the cost may be allowed subject to the least expensive of the following:

- (a) the fee charged by the other party,
- (b) the cost of public transportation, or,
- (c) the cost of mileage based on the mileage reimbursement rate.

When a participant pays another party to drive him/her to a program activity and public transportation is unavailable or the activity is inaccessible, the other driver fee may be paid using the mileage reimbursement rate or the cost of the fee charged by the other driver, whichever is less.

#### .45 Non-Traditional or Alternative Transportation

Participants are eligible to receive payment for a wide range of non-traditional or alternative transportation types to enable them to obtain/retain employment and to participate in program activities.

- .451 Non-traditional or alternative transportation services include shuttles, vanpools, carpools, taxi, Metro-Rail, MetroLink, Amtrak, Greyhound, other private bus services or others.

Non-traditional or alternative transportation services are to be considered when public transit is unavailable or inaccessible and the participant does not have regular

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

access to a private vehicle. ([See Section 1222.2](#))

- .452 When there are multiple modes of non-traditional or alternative transportation available to the participant, the GSW shall evaluate the following to determine the appropriate transportation service and fare:

The GSW shall confirm that the payment:

- (a) is necessary to ensure continued employment and/or participation in a program activity;
- (b) is the least costly fare of each available mode of transportation, which will not preclude participation in the program activity or employment; and,
- (c) meets the needs of the participant.

Payments for non-traditional transportation services are made at actual cost. Costs are determined by contacting the transportation service provider. The GSW shall instruct the participant to provide a receipt to show proof of payment for these services to avoid overpayments.

For non-traditional transportation services, the transit agency with the least costly fare which will not preclude participation and the shortest length of time to reach the destination shall be selected. If more than one type of transportation is used, and a common fare or pass is not honored, the combined transit agency costs shall be considered.

All requests for non-traditional or alternative transportation allowance payments shall be requested via the GN 6151. The need for non-traditional or alternative transportation payments shall be evaluated on a case-by-case basis, with final approval by the DRD or designated staff.

## **.5 Determining Allowable Costs – Vehicle Diagnosis & Repair Program**

### **.51 Vehicle Diagnosis & Repair Program**

VDRP (**based on the availability of funds**) provides vehicle repair assistance to eligible CalWORKs participants engaging in program activities and/or employment in an effort to enable them to continue to participate in their activities and to secure and/or retain employment. Participants may request VDRP assistance at any

## **CHAPTER 1200 – SUPPORTIVE SERVICES**

### **SECTION 1220 – TRANSPORTATION**

time while participating in program activities and/or employment, if they are in compliance with program requirements, via the GN 6151. Sanctioned participants may not qualify for VDRP assistance until their sanction is removed.

.511 VDRP provides the following assistance to participants:

- (a) funds for vehicle diagnosis to obtain a written estimate;
- (b) funds for vehicle repairs that are performed at Bureau of Automotive Repair (BAR)-approved stations only;
- (c) information and referrals to the Smog Check Consumer Assistance Program (CAP), which provides assistance with emissions-related repairs needed in order to comply with Smog Check standards, based on available funds; and,
- (d) information for the CAP Vehicle Retirement Program, which pays to voluntarily retire a vehicle that is not worth repairing, based on available funds.

#### **.52 Payments for VDRP**

Eligible participants may receive payments for Vehicle Repairs, including labor and parts performed by a BAR-approved station, for non-routine maintenance and non-cosmetic body repair work.

Eligible participants may receive up to \$50 for each Vehicle Diagnosis, and up to \$1,000 for Vehicle Repairs within a two-year period. Participants may receive up to \$50 for each Vehicle Diagnosis, as long as the participant has not exhausted the \$1,000 limit for Vehicle Repair within a two-year period. VDRP cannot be used to cover towing or storage charges.

Payments for Vehicle Repairs are issued via a restricted two-party check using the existing electronic Countywide Accounting and Purchasing System (eCAPS) or the manual Emergency Aid Requisition (EAR) process when eCAPS is not available. Vehicle Repairs are recorded on the GEARS Transportation Worksheet (TRWS) screen using the Vehicle Repair (V) transportation payment type.

Payments for Vehicle Diagnosis may be issued by mail through GEARS using the Vehicle Diagnosis (D) transportation payment type, unless an emergency request is made by the participant. Vehicle Diagnosis payments, which are issued via eCAPS or an

## **CHAPTER 1200 – SUPPORTIVE SERVICES**

### **SECTION 1220 – TRANSPORTATION**

EAR, shall be issued using a restricted check format in the form of a two-party check.

Vehicle Repair and Diagnosis payments shall be issued as advanced payments. Vehicle Repair payments may only be issued after the repair work has been completed but prior to payment by the participant. The participant must submit a copy of the original itemized invoice verifying the vehicle repair and the amount due before the two-party check for Vehicle Repair may be issued.

The \$100 and \$20 deductible which must be paid by the participant for the Smog Check CAP may be issued as part of the \$1,000 Vehicle Repair limit. ([See Section 1222.55](#))

#### **.53    Criteria for VDRP Eligibility**

.531    Criteria for VDRP are as follows:

- (a) The participant must be employed or assigned to an approved activity.
- (b) Participants may receive up to \$1,000 for Vehicle Repairs (V) per eligible participant per two-year period. Participants in a two-parent household may receive up to \$1,000 if they share only one vehicle to travel to and from their activities/employment. However, if both participants are participating and/or employed, **and** they drive separate vehicles, then they may receive up to \$1,000 per participant per vehicle.
- (c) Former CalWORKs participants are eligible for VDRP assistance for up to one year following the first month of CalWORKs termination if they are employed and/or participating in [Post-Employment](#) or [Post-Time Limit Services](#).
- (d) Participants must request VDRP assistance in writing using the GN 6151.
- (e) The vehicle must have been continuously registered to a member of the CalWORKs household throughout the preceding six months prior to the issuance of VDRP funds. This requirement may be met if the participant provides registration or proof of ownership (i.e., Title of the Automobile). There is no requirement that the car be registered in the state of California.

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

- (f) A vehicle is defined as a car, truck, van or motorcycle.
- (g) A BAR-approved station **must** perform all authorized repairs.
- (h) Participants **must** submit at least **one** estimate for the cost of the repairs from the BAR-approved station where the diagnostic check was performed.
- (i) Participants **must** provide a receipt for services rendered within ten work days from the date repairs are completed.
- (j) Participants **must** document their ability, if the estimate for Vehicle Repairs (V) exceeds the \$1,000 limit, to supplement the remaining balance by completing a PA 853, Affidavit, in order for the maximum amount to be authorized.

#### .54 Criteria for Eligible VDRP Repairs

##### .541 Allowable Repairs

Vehicle Repair funds may be used to cover all major repairs, such as:

- (a) engine repair;
- (b) transmission repair;
- (c) carburetor repair;
- (d) radiator repair;
- (e) \$100 and \$20 deductible toward the CAP-Smog Repair;
- (f) automotive non-cosmetic body repair work; and,
- (g) other major repairs, approved on a case-by-case basis.

##### .542 Unallowable Repairs

Vehicle Repairs resulting from car accidents, and covered through the participant's or another party's insurance, are considered unallowable repairs. Additionally, funds are **not** allowed for routine maintenance, such as:

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

- (a) car insurance/registration;
- (b) repairing, rotating or changing tires;
- (c) oil change;
- (d) replacing air filters;
- (e) cleaning, adjusting and replacing spark plugs;
- (f) installing light bulbs, windshield wiper blades and other minor accessories; and,
- (g) other minor services related to routine maintenance.

#### .543 Repairs Resulting From Car Accidents

Non-cosmetic Vehicle Repairs (V) resulting from car accidents, which would preclude the vehicle from operating **and** are **not** covered through the participant's or another party's insurance, are considered allowable repairs. In order to receive VDRP assistance for non-cosmetic Vehicle Repairs (V) resulting from a car accident, the participant must provide the following documents:

- (a) a PA 853 stating that the non-cosmetic Vehicle Repairs (V) resulted from a car accident and that the other party was uninsured or the reason why the insurance company will not pay for the repairs; **and**,
- (b) at least one of the following documents:
  - (1) a police report; **or**
  - (2) a Department of Motor Vehicles (DMV) printout/ letter/statement of fault; **or**,
  - (3) a letter from the participant's **and** the other party's insurance company verifying non-payment for the repairs.

#### .544 Questionable Repairs

Questionable items on an estimate must be clarified with the BAR-approved repair station.

## **CHAPTER 1200 – SUPPORTIVE SERVICES**

### **SECTION 1220 – TRANSPORTATION**

#### **.55    Criteria for Smog Check CAP or Vehicle Retirement CAP**

The Smog Check CAP and Vehicle Retirement CAP are offered via the Department of Consumer Affairs, Bureau of Automotive Repair (BAR). The website address which contains the application and qualifications for these programs may be found at [www.smogcheck.ca.gov](http://www.smogcheck.ca.gov).

.551 To qualify for either program, participants must meet the following criteria:

- (a) The participant must be the registered owner of the vehicle.
- (b) The participant must pay all appropriate registration fees for the vehicle with the DMV.
- (c) The vehicle must have failed a Smog Check inspection.
- (d) The vehicle must not have a tampered emissions control system.
- (e) The vehicle must not be in the process of being sold or initially registered in California.
- (f) The vehicle must not be registered to a business, fleet or non-profit organization.

The State may contribute up to \$500 in emissions related diagnostic and repair services at a CAP-approved station, based on available funds. The participant must pay the first \$100 or \$20 toward the diagnosis or repair of the vehicle, depending upon whether they meet certain criteria. This \$100 or \$20 deductible, which must be paid by the participant for the Smog Check, CAP may be issued as part of the \$1,000 Vehicle Repair limit.

#### **.56    Vehicle Retirement CAP Program**

##### **.561    Criteria for Vehicle Retirement CAP**

To qualify for the Vehicle Retirement CAP program, in addition to the requirements listed in [Section 1222.55](#), the vehicle must also meet the following criteria:

- (a) The vehicle must have failed its Smog Check no later than 120 days after expiration of the current registration.

## **CHAPTER 1200 – SUPPORTIVE SERVICES**

### **SECTION 1220 – TRANSPORTATION**

- (b) The vehicle must have been continuously registered in California for two years immediately preceding the current registration expiration.
- (c) The vehicle must be currently registered.
- (d) The vehicle must be a passenger vehicle or light-duty truck.
- (e) The vehicle must have a qualifying Smog Check failure.
- (f) The vehicle must pass a visual and operation check.

The State may pay up to \$1,000 to voluntarily retire the vehicle at a CAP-approved dismantler, based on available funds. The participant must be the registered owner, and must not have retired a vehicle through CAP within the last 12 months. A joint owner of a vehicle is limited to no more than two vehicles within the last 12 months.

#### **.562 Vehicle Equipment Requirements**

Vehicle inspections will be performed on the items listed below at the CAP-approved dismantler to ensure the following:

- (a) All doors are present.
- (b) Hood lid is present.
- (c) Dashboard is present.
- (d) Windshield is present.
- (e) At least one side window glass is present.
- (f) Driver's seat is present.
- (g) At least one bumper is present.
- (h) Exhaust is present.
- (i) All side and/or quarter panels are present.
- (j) At least one headlight, one taillight, and one back brake light are present.

#### **.563 Vehicle Operational Requirements**

## **CHAPTER 1200 – SUPPORTIVE SERVICES**

### **SECTION 1220 – TRANSPORTATION**

Vehicle inspections will be performed on the items listed below at the CAP-approved dismantler to ensure the vehicle is operational as follows:

- (a) Vehicle must be driven to an approved dismantler under its own power.
- (b) Vehicle engine must start readily through ordinary means without the use of starting fluids or external booster batteries.
- (c) Vehicle drivability must not be affected by any body, steering or suspension damage.
- (d) Vehicle is able to drive forward a minimum distance of ten yards under its own power.
- (e) Vehicle interior pedals must be operational.

#### **.6 Transportation Payments to Participants to Pay Providers to Transport Children to/from School and to Other Child Care Providers**

Participants are eligible to receive advance payments to transport their children to and from school and to the child care provider, if it will allow the participant to seek employment, retain employment and/or participate in a GAIN-related activity.

Participants are also eligible to receive advance payments or reimbursement for the reasonable costs incurred for payments made to child care providers who transport eligible children starting from the point child care is being provided, to and from school, between two child care providers and to other extracurricular activities when it is necessary for the participant to be able to maintain his/her employment or participate in approved program activities.

Some child care providers include transportation to and from school or other child care providers as part of their child care rate, and transportation is fully covered by the CalWORKs child care payment. In this situation, when transportation is fully covered by CalWORKs child care payments, participants are not eligible to additional transportation payments for their children to be transported to and from school, between two child care providers and to other extracurricular activities by the child care provider.

Some child care providers may provide transportation services to and from school, between two child care providers and to other extracurricular activities as an additional service to participants. However, this charge may not be a part of the providers charge for child care services. In these situations, since transportation is not included in the child care rate, the transportation costs are not paid through CalWORKs child care.

## **CHAPTER 1200 – SUPPORTIVE SERVICES**

### **SECTION 1220 – TRANSPORTATION**

Payments for this type of transportation may be provided as a supportive service using the Provider Transportation Service transportation type on GEARS, if it is determined that the child's transportation is necessary in order for the participant to participate in assigned program activities/employment, and that the transportation provided by the child care provider is for a child who is otherwise eligible to receive transportation payments. This includes transportation services to and from school, between two child care providers and to other extracurricular activities, as long as the activity occurs within the CalWORKs child care hours.

- .61 The following forms of verification are required to establish a need for this type of transportation payment:
  - .611 The child care provider must verify in writing via a signed, dated letter that the transportation costs are not covered in the child care fees.
  - .612 The participant must provide written third-party verification that the child is attending the other activity.
  - .613 The GSW must verify with the Resource and Referral/Alternate Payment Program (R&R/APP) that transportation fees are not being covered under CalWORKs child care.

#### **.7 Transportation Payments - General Provisions**

The GSW shall explain to the participant the manner in which the transportation payments will be made, including the availability of advance payments to ensure that the participant need not use his/her own funds for such costs. The GSW shall explain the various transportation options, including the availability of mileage and alternative modes of transportation.

##### **.71 Payment Advances and Reimbursements**

Transportation payments may be either advanced or reimbursed. Transportation payments are generally issued in advance. Transportation advances or reimbursements can be issued in the office electronically via a check generated through eCAPS or a warrant generated through GEARS and mailed. Whenever feasible, daily tokens or weekly bus passes are provided.

##### **.72 Authorizing Transportation Payments for Future Months**

In order for participants to remain fully engaged in long-term activities and eliminate breaks in transportation payments, transportation may be authorized for up to five months in the future for certain activities.

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

The GSW shall authorize payments on GEARS within one workday for transportation based on the stability of the participant's ongoing activities for up to five months in advance or to the expected end date of the activity (not to exceed five months), whichever is shorter.

Transportation payments including mileage may be authorized for up to five months in the future if appropriate, for **only** the following designated activities/components:

<u>Component code</u>	<u>Component Description</u>
FPP	Family Preservation Program
FRP	Family Reunification
REP	Refugee Component
SIP	Self-Initiated Program
VOC	Vocational Training
002	Services 2 = Domestic Violence
003	Services 3 = Mental Health
004	Services 4 = Substance Abuse

**NOTE:** For all other components, transportation may only be authorized for up to three months in the future or the expected end date of the activity, which ever is shorter.

#### .73 Lost, Stolen or Destroyed Transportation Issuances

GAIN transportation issuances may be replaced when lost, stolen or destroyed. Guidelines for the replacement include having the participant complete a PA 853, Affidavit, to record the circumstances of the loss/destruction/theft. A summary of the participant's claim shall be documented via GEARS MGPA screen.

When there has been a theft of bus pass/tickets/currency having a value in excess of \$20, in addition to the PA 853, the participant must provide evidence that the incident was reported to law enforcement. Such evidence may include, but is not limited to, a signed statement from a law enforcement agency confirming that the incident was reported.

After obtaining the necessary documentation, the least amount needed to enable the participant to attend his/her activity for the balance of the month is issued. Calculation of the replacement funds shall be documented via GEARS MGPA screen.

In the event a check issued in the office is lost/stolen/destroyed prior to being cashed, the procedures in Section 04-030 of the DPSS Check Writing Handbook and in the DPSS Manual for eCAPS Field Office Checkwriting Manual applies.

## **CHAPTER 1200 – SUPPORTIVE SERVICES**

### **SECTION 1220 – TRANSPORTATION**

For lost, stolen or destroyed warrants, the replacement procedures in Section 04-030 of the DPSS Check Writing Handbook and Section 23-175 of the DPSS Operations Handbook also applies.

#### **.74    Retroactive Transportation Payments**

Participants may receive retroactive payments for transportation if they were registered in the GAIN, REP or Cal-Learn Program, and employed or participated in an assigned program activity. Retroactive payments may be issued back to the date of GAIN/REP/Cal-Learn registration, if qualified.

#### **.75    Payments During Compliance Proceedings**

##### **.751    Payments in Non-compliance**

When the GSW becomes aware that the participant did not enroll, show or stops participating in a program activity, the GSW shall terminate transportation supportive services for that program activity. All future authorizations for that program activity are also canceled.

The GSW will update the appropriate GEARS transportation screens within one workday and notify the participant of the canceled supportive services payments via the NA 821, Transportation Denial/Discontinuance Notice of Action (NOA), providing a ten-day advance notice.

##### **.752    Payments Prior to Sanction**

If a participation problem occurs, transportation payments are to continue through the cause determination and compliance process if the participant continues to participate and/or work. If the participant has stopped participating and/or working, then the GSW shall stop the transportation payments and issue a timely NOA to the participant regarding the discontinuance.

The GSW will update the appropriate GEARS transportation screens within one workday and notify the participant of the canceled transportation payments via the NA 821, Transportation Denial/Discontinuance NOA.

##### **.753    Payment Policy Upon Sanction**

Transportation payments are not issued after the mailing date of the GN 6001-5, Notice of Change - Sanction Recommendation.

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

#### .76 Transportation Payment Notification

GAIN participants must be notified with a timely NOA for all transportation payments whenever payment is approved, denied, partially approved and/or denied, stopped or adjusted. Partial approvals/denials may require two NOAs. The GSW must generate the applicable NOA (GEARS Memo #994) in English or Spanish via GEARS to the participant at least ten days prior to the effective date of the issuance. Threshold languages NOAs are to be completed per existing procedures pending automation.

The transportation payment notices used are the NA 820 - Transportation Approval; NA 821 - Transportation Denial/Discontinuance; NA 822 - Transportation Change; NA 824 - Transportation Extension; and NA 825 - Transportation Payment Adjustment. Also, each NOA must contain the NA Back 9 (Your Hearing Rights) on the reverse and must include the address for Appeals & State Hearings.

#### .77 GAIN Activity Completion

When the GSW is notified that the participant has completed his/her activity, transportation payments shall be terminated effective the date the participant completed the activity, for that program activity only, provided a timely NOA can be generated. Notification from the service provider may be written or verbal.

Ongoing transportation shall not be authorized between activities. New transportation arrangements shall be made each time the participant begins another GAIN activity.

**Note:** When the GSW schedules the participant to activities or appointments between program activity assignments, participants are eligible to receive supportive services to attend these assigned activities.

#### .78 GAIN Monthly Transportation Data Reports Review

Office administrators will ensure that staff is in compliance with transportation policy by carefully reviewing the Monthly Data Reports listing participants in a GAIN activity with no record of a transportation issuance(s). Upon review, Administrative staff will ensure that corrective action is taken **immediately** upon discovery of any discrepancies, and that the need for transportation is reviewed and documented by the GSW for each case on the report.

## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

#### **.8 Transportation Underpayments and Overpayments**

GAIN supportive services underpayment and overpayment policy are in [Chapter 1600, Payments](#). The following summarizes policy as it relates to transportation payments.

##### **.81 Underpayments**

When it is determined that the actual cost of transportation exceeds the payment(s) already issued for an affected period, an underpayment results. A supplement warrant or check shall be issued.

##### **.82 Overpayments**

An overpayment exists when any portion of a GAIN transportation issuance is not used, or is used for purposes other than GAIN transportation.

When the participant's actual cost is less than the advance issuance, an overpayment is reflected on GEARS.

An attempt must be made to recoup all overpayments.

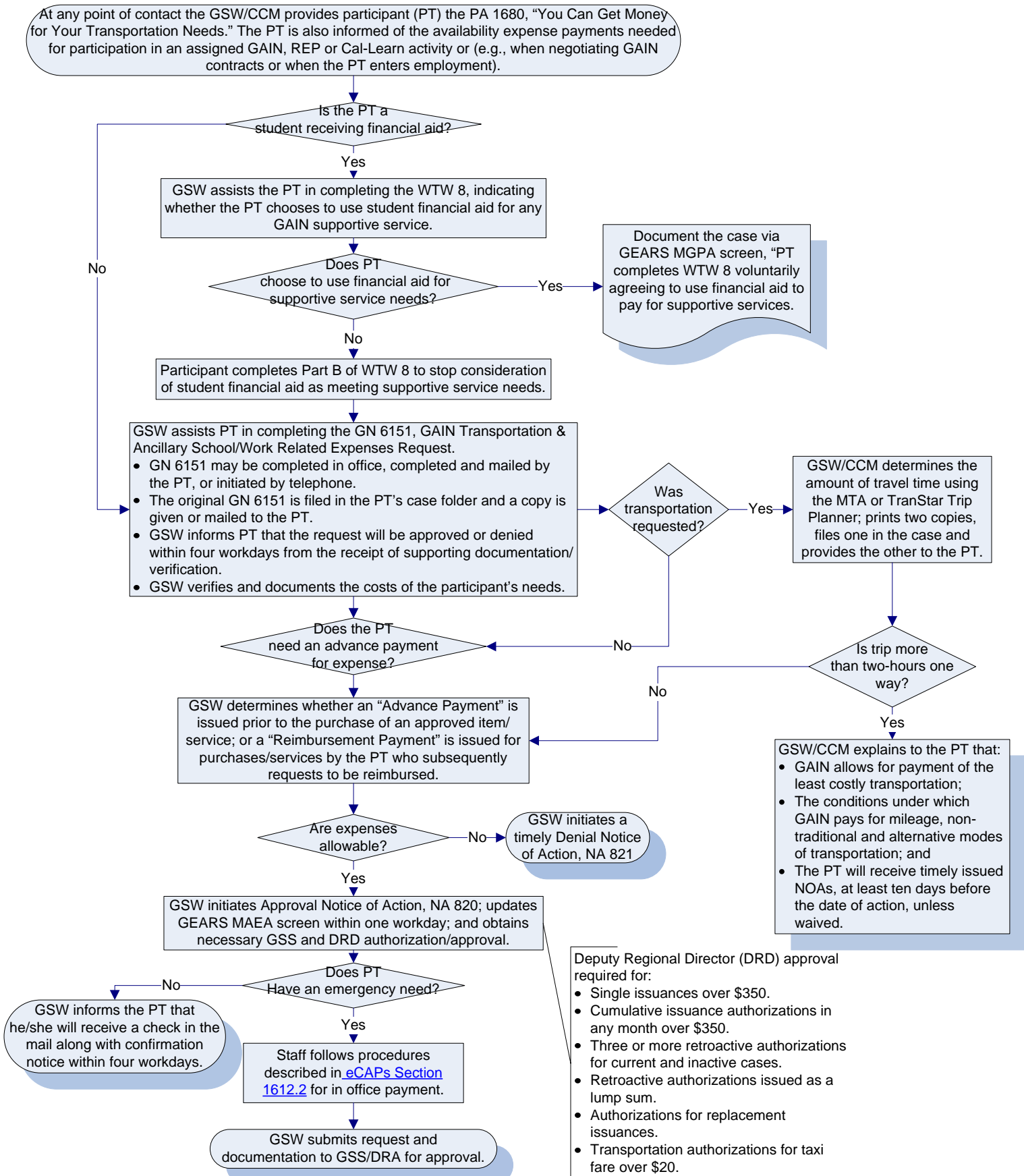
**Note:** When transportation fraud is suspected, a fraud investigation referral shall be initiated. ([See Section 1612.7](#))

# CHAPTER 1200 – SUPPORTIVE SERVICES

## SECTION 1220 – TRANSPORTATION

### 1223 DECISION CHARTS

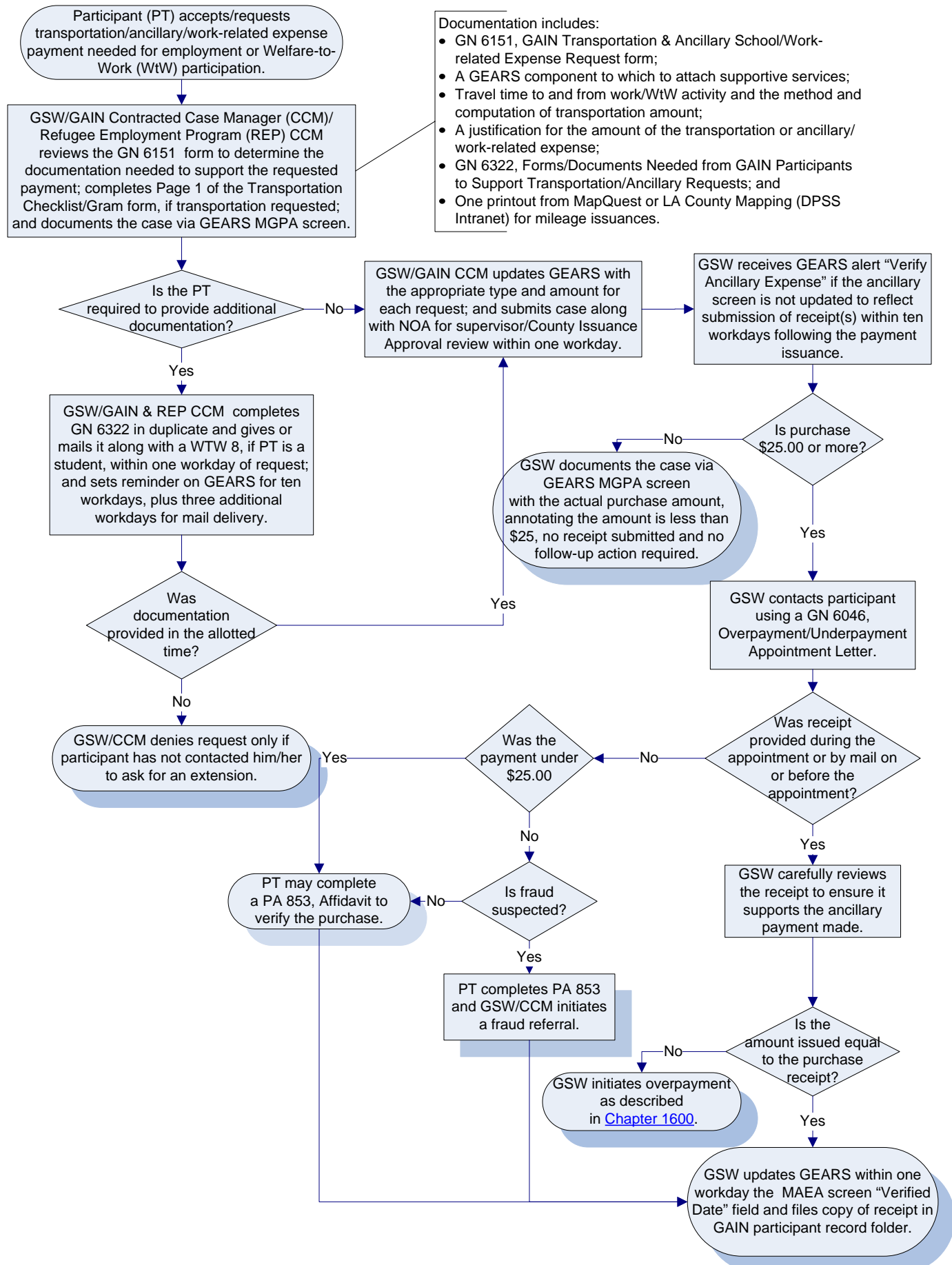
#### .1 Offer and Issuance of Transportation Expense Payment Decision Chart



# CHAPTER 1200 – SUPPORTIVE SERVICES

## SECTION 1220 – TRANSPORTATION

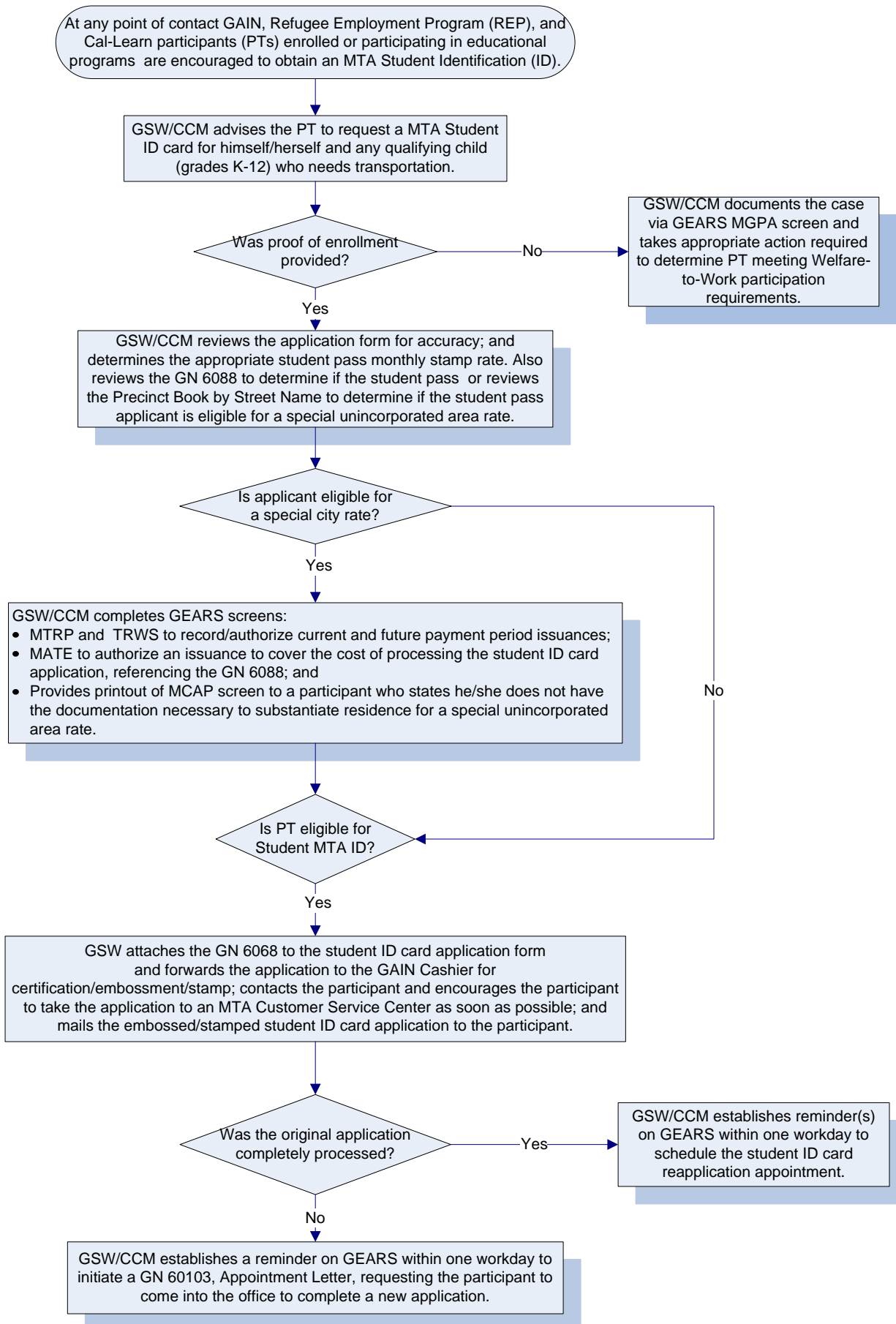
### 1223.2 Documentation of Request and Payment Decision Chart



## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

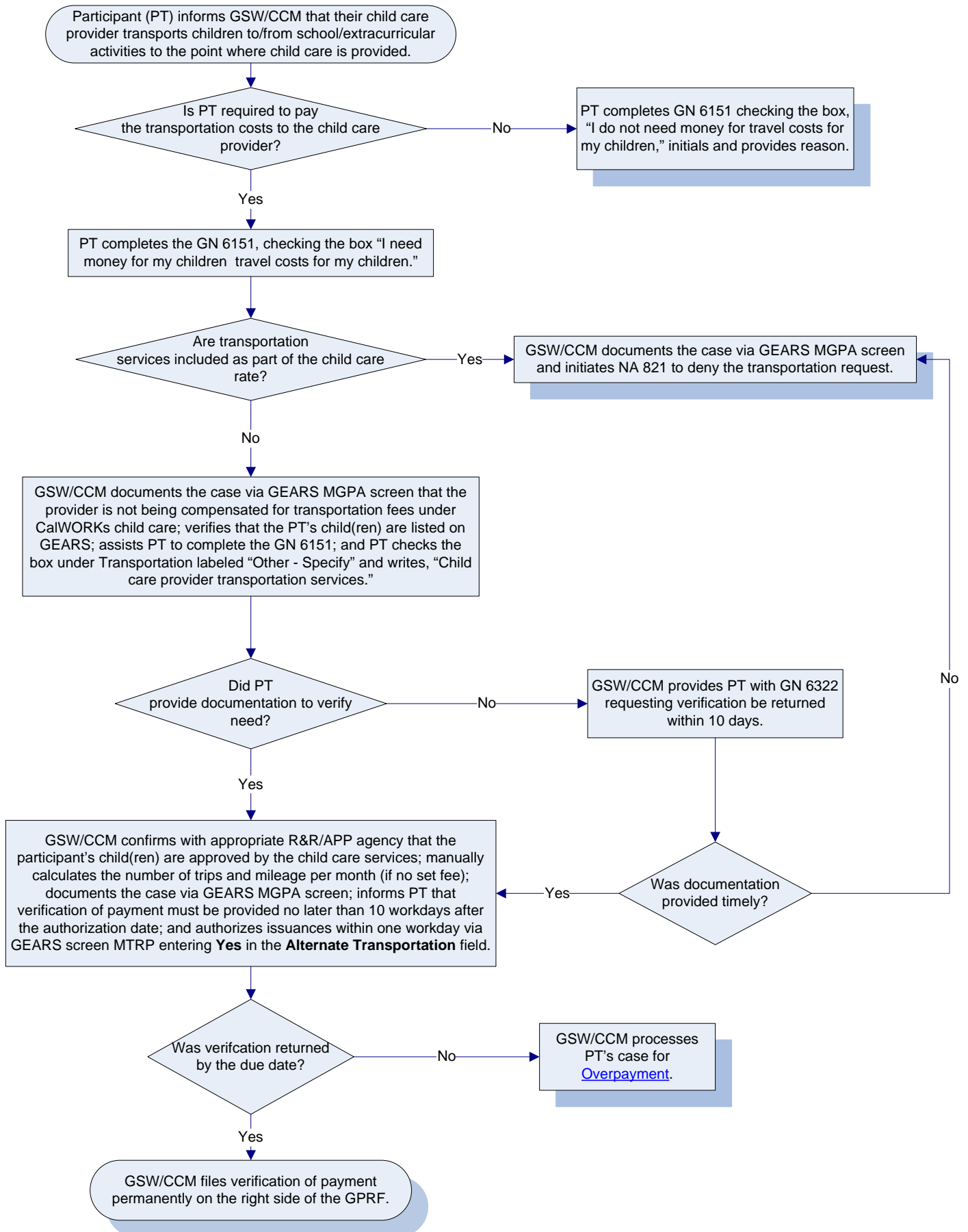
#### 1223.3 Application Procedures for an MTA Student ID Card Decision Chart



## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

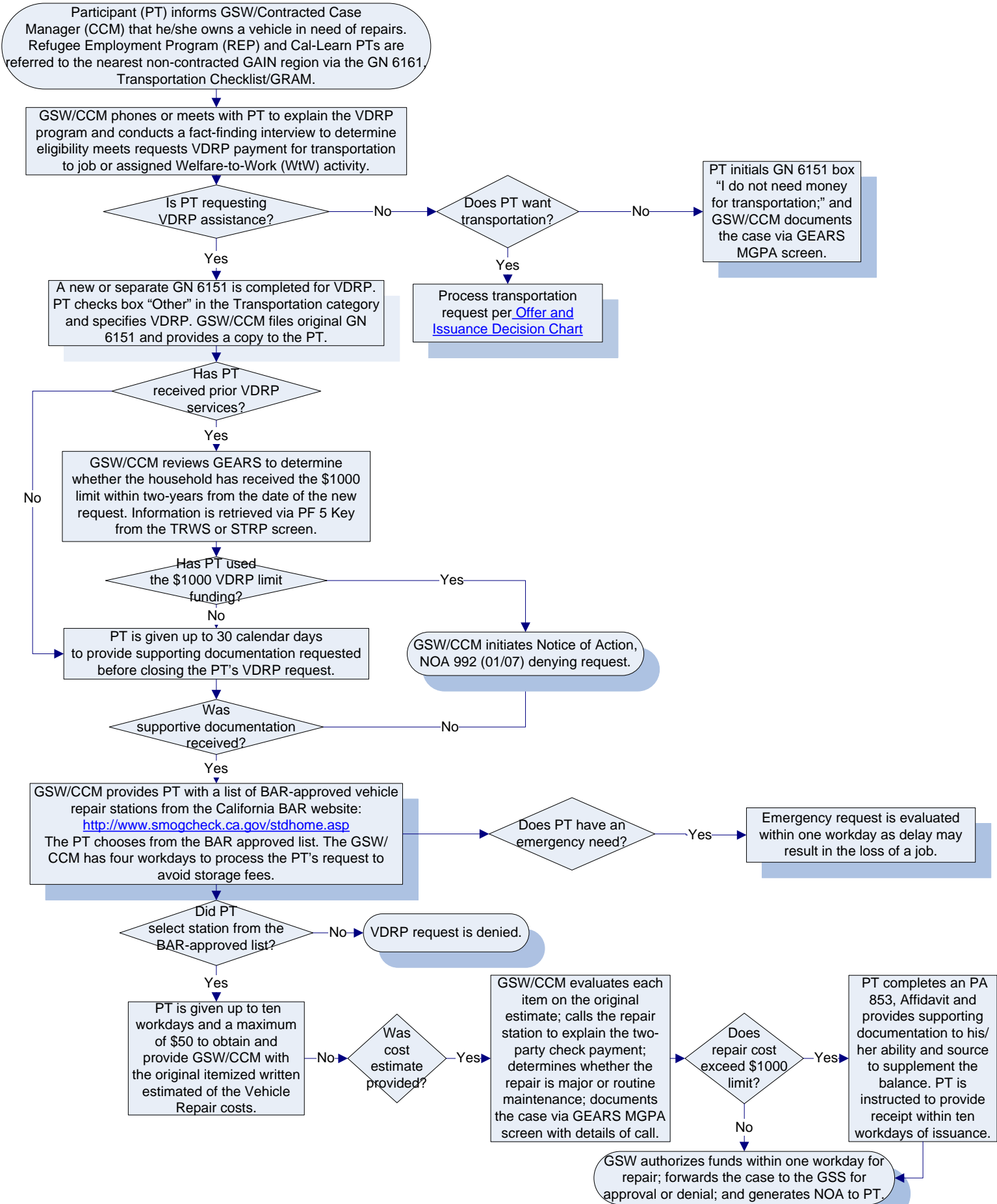
#### 1223.4 Transportation for Child Care Decision Chart



# CHAPTER 1200 – SUPPORTIVE SERVICES

## SECTION 1220 – TRANSPORTATION

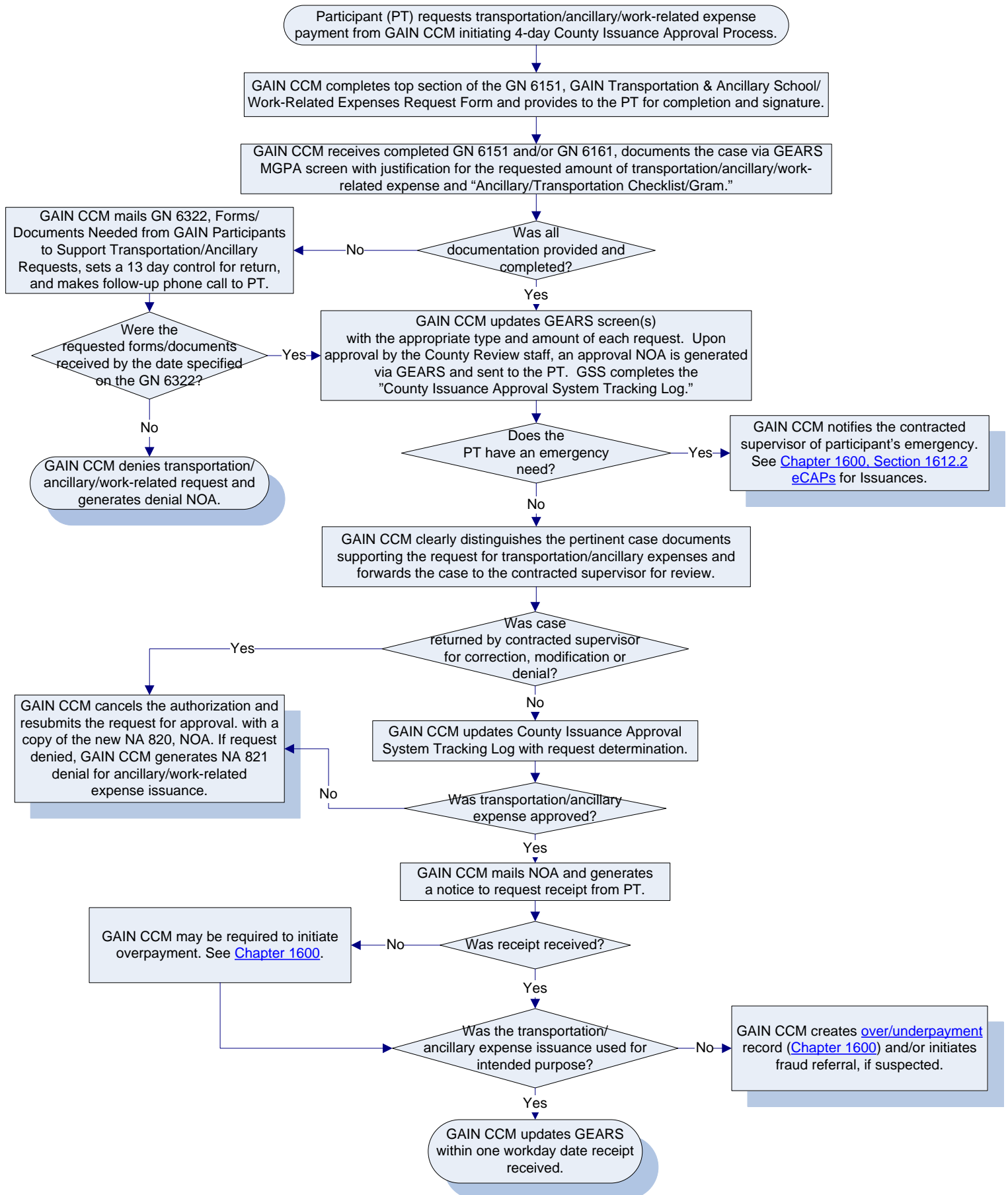
### 1223. Vehicle Diagnosis and Repair Program (VDRP) Decision Chart



## CHAPTER 1200 – SUPPORTIVE SERVICES

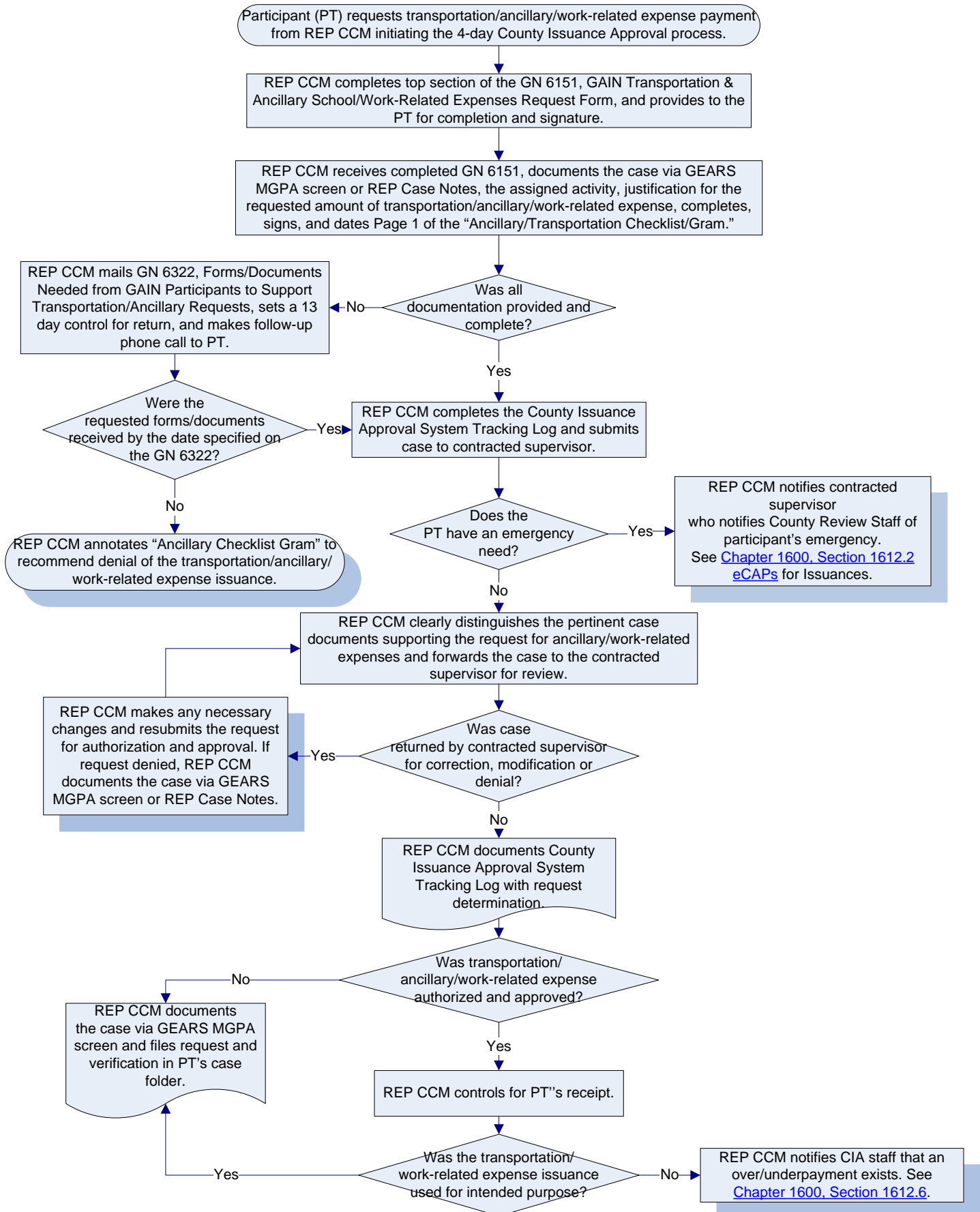
### SECTION 1220 – TRANSPORTATION

#### 1223.6 County Issuance Approval (CIA) Process for GAIN Contracted Case Manager (CCM) Decision Chart



**CHAPTER 1200 – SUPPORTIVE SERVICES**  
**SECTION 1220 – TRANSPORTATION**

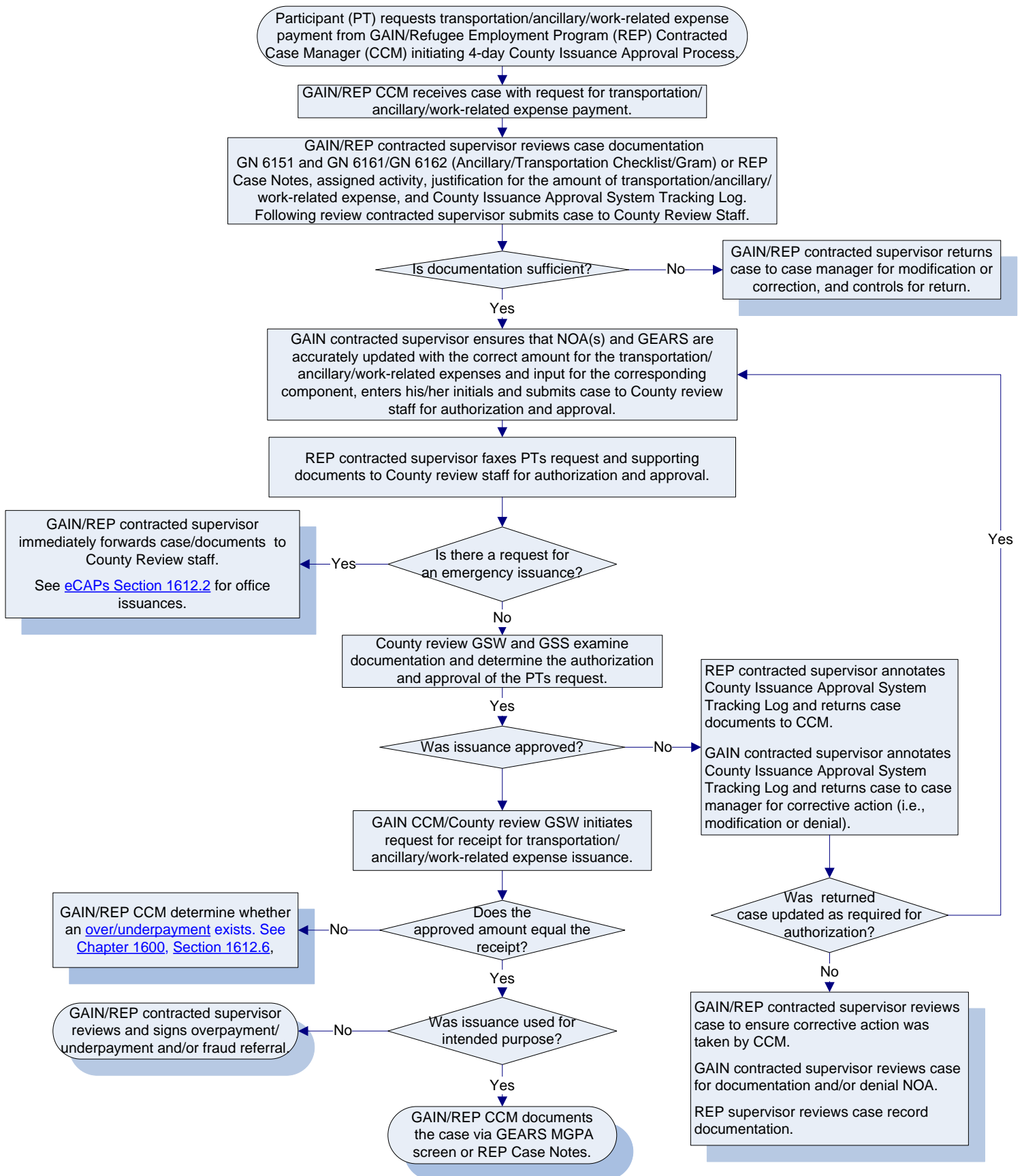
**1223.7 County Issuance Approval (CIA) Process for Refugee Employment Program (REP)**  
**Decision Chart**



## CHAPTER 1200 – SUPPORTIVE SERVICES

### SECTION 1220 – TRANSPORTATION

#### 1223.8 County Issuance Approval (CIA) Process for GAIN Contracted Supervisor Decision Chart



# CHAPTER 1200 – SUPPORTIVE SERVICES

## SECTION 1220 – TRANSPORTATION

### 1223.9 County Issuance Approval (CIA) Process for County Review Staff Decision Chart

